

**SUPERVISOR EVALUATION  
OF STUDENT INTERNSHIP**
**INSTRUCTIONS:** *The supervisor completes this evaluation at the end of internship.*
**PART I. PERSONNEL INFORMATION**

INTERN'S NAME		DATE
SUPERVISOR NAME	TITLE/POSITION	TELEPHONE NUMBER (      )
DEPARTMENT	DIVISION ADDRESS	
DATE THIS INTERNSHIP <b>STARTED</b>	DATE THIS INTERNSHIP WAS <b>COMPLETED</b>	

**PART II. RATING**

Please rate the following aspects of intern's personal qualities and performance on the basis of this scale:

- Excellent— Always demonstrates this ability/consistently exceeds expectations
- Good— Usually demonstrates this ability/sometimes exceeds expectations
- Average— Sometimes demonstrates this ability/meets expectations
- Poor— Seldom demonstrates this ability/rarely meets expectations
- N/A— Not applicable to this internship experience

Check <i>one</i> box that best represents the intern	Excellent	Good	Average	Poor	N/A
<b>Ability to Learn</b>					
Observes and/or pays attention to others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Asks pertinent and purposeful questions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seeks out and utilizes appropriate resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accepts responsibility for mistakes and learns from experiences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Open to new experiences; takes appropriate risks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reading/Writing/Computation Skills</b>					
Reads/comprehends/follows written materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicates ideas and concepts clearly in writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works with mathematical procedures appropriate to the job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attention to accuracy and detail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Listening and Oral Communication Skills</b>					
Listens to others in an active and attentive manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comprehends and follows verbal instructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Effectively participates in meetings or group settings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates effective verbal communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Creative Thinking and Problem Solving Skills</b>					
Seeks to comprehend and understand the "big picture"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Breaks down complex tasks/problems into manageable pieces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brainstorms/develops options and ideas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respects input and ideas from other sources and people	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates an analytical capacity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Interpersonal and Teamwork Skills</b>					
Relates to co-workers effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manages and resolves conflict in a team atmosphere	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supports and contributes to a team atmosphere	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Controls emotions in a manner appropriate for work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates assertive but appropriate behavior	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**SUPERVISOR EVALUATION OF STUDENT INTERNSHIP (continued)**

<b>Basic Work Habits</b>	<b>Excellent</b>	<b>Good</b>	<b>Average</b>	<b>Poor</b>	<b>N/A</b>
Reports to work as scheduled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is prompt in showing up to work and meetings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exhibits a positive and constructive attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dress and appearance are appropriate for this organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Character Attributes</b>					
Brings a sense of value and integrity to the job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seeks to serve others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Refrains from gossip/respects the privacy of others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Behaves in an ethical manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respects the diversity (religious/cultural/ethnic) of co-workers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Overall performance of the intern</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**PART III. COMMENTS, QUESTIONS, AND SIGNATURE**

COMMENTS:

Would you supervise this intern again? ☐ Yes ☐ No ☐ Uncertain

Would your agency host this intern again? ☐ Yes ☐ No ☐ Uncertain

Would you recommend this student to other organizations? ☐ Yes ☐ No ☐ Uncertain

Why or why not would you recommend this student to other organizations?

Do you permit the student to receive a copy of this evaluation? ☐ Yes ☐ No

Did you discuss this assessment with the intern? ☐ Yes ☐ No

EVALUATOR'S NAME

SIGNATURE

DATE



*Thank you very much for completing this evaluation of your Intern. We take your comments very seriously.  
Please return this evaluation to the FAX number or address listed below.*